

Table of Contents

Chapter I: Project Administration

Introduction	I-1
General Administration	I-1
Preparing Housing Program Guidelines	I-4
Troubleshooting Local Program Design	I-8
Applicability of other CDBG Regulations	I-9
File Organization	I-12
Monitoring Checklist	I-17

Chapter II: Housing Program Requirements

General Requirements	II-1
Grant Limitations	II-2
Target Area Amendments	II-4
Vacant Houses	II-4
Rental Property	II-5
Demolition of DED Rehabilitated Houses	II-6
Sweat Equity Payment	II-6
Appliances	II-6
Substantial Reconstruction	II-7
Financing to Promote Homeownership	II-8
New Construction Using Last Resort Housing Provisions of UA	II-9
Supportive Services	II-9
Construction Trade Training	II-10
Performance Reporting	II-11
CDBG Down Payment Assistance Use and Affordability Determination	II-12

Chapter III: DED Minimum Housing Quality Standards (HQS)

General Information	III-1
Contrast with New Construction Standards	III-1
Local Codes and Regulations	III-2
Health and Safety Standards	III-2
Livability Standards	III-8

Chapter IV: Required Documents for Housing Project Management

Application for Assistance	IV-2
Income Verification	IV-2
Proof of Property Ownership	IV-3
Rent Freeze Agreement	IV-4
Preliminary Inspection Report	IV-4

Cost Estimates	IV-5
Contract Specifications	IV-5
Civil Rights Certifications	IV-6
Contract/Loan Documents	IV-6
Worker's Compensation & Other Insurance Provisions	IV-7
Lien Waivers	IV-7
Lead-Based Paint Poisoning	IV-7
Certificate of Completion/Final Inspection	IV-8
Homebuyers	IV-9
Plan Review	IV-10
Supportive Services	IV-11

Chapter V: Lead Based Paint Requirements

Applicable Laws & Regulations	V-1
Required Lead-Based Paint Procedures	V-2
HUD Home Seller Disclosure Requirements	V-11
CDBG Lead Based Paint Procedure Diagram	V-12
Lead Speak – A Brief Glossary	V-13

Chapter VI: Financial Management

Financial Management Standards	VI-1
Areas of Financial Management	VI-1
Grant Payment	VI-2
Funding Approval Sample	VI-5
Grant Agreement Sample	VI-6
SFM-01 Blank Form	VI-9
SFM-02 Blank Form	VI-10
Automated Clearinghouse Application Blank Form	VI-11
Steps Summary	VI-16
Request for Funds Blank Form	VI-17
Housing Tracking Sheet Instructions	VI-19
Housing Tracking Sheet Blank Form	VI-20
Establishing & Maintaining the CDBG Accounting System	VI-21
DED Financial Management Reporting	VI-27
Program Income	VI-27
Local and Other Agency Match	VI-28
Contract or Funding Approval Amendment	VI-29
Contract Amendment Blank Form	VI-30
Contract Amendment Sample	VI-31

Chapter VII: Demolition and Waste Disposal Requirements

National Objective: Slum & Blight Criteria	VII-1
National Objective: LMI Benefit	VII-2
Environmental Clearance	VII-3
Procurement and Equal Opportunity	VII-3
Labor Requirements	VII-4
Land Re-Use Agreement Requirements	VII-5
Demolition Waste Disposal Requirements	VII-5
Section 104(d) Relocation	VII-7
Demolition Monitoring File Requirement List	VII-7
Recommendations for Project Set-up	VII-8

Chapter VIII: Procurement

Housing Inspector	VIII-1
Lead Based Paint Risk Assessor	VIII-4
Procurement of Rehabilitation Contractors	VIII-5
Lead Based Paint Abatement Contractors	VIII-11
Asbestos Inspector and Contractor Procurement Compliance	VIII-12

Chapter IX: Contract Management

General Considerations	IX-1
Housing Inspection Contract	IX-4
Lead Based Paint Risk Assessor Contract	IX-4
Housing Rehabilitation Contracts	IX-6
Contract Risk Management (Best Practices)	IX-8

Chapter X: Acquisition

Property Acquisition Procedures	X-3
Uniform Act Relocation Requirements	X-8
Additional Relocation Assistance Recordkeeping Requirements	X-12
Residential Anti-Displacement and Relocation Assistance Plan Requirements	X-13
CDBG Monitoring	X-14
URA Timeframes for Notices	X-15
Suggested Acquisition Records	X-15

EXHIBITS

Project Administration Exhibits

Exhibit 1	CDBG Housing Activities Log Sheet
Exhibit 1B	CDBG Housing Activities Log Sheet Sample
Exhibit 2	Local Housing Guidelines Sample
Exhibit 3	Citizen's Housing Rehabilitation Advisory Board Ordinance

Housing Program Requirements Exhibits

Exhibit 4	Promissory Note & Deed of Trust Samples
Exhibit 5	Rent Freeze Agreement Sample
Exhibit 6	HUD Fair Market Rent Schedule (2005 Proposed)
Exhibit 6A	Fair Market Rent Calculation Form
Exhibit 7	Tenant Nondisplacement Notice (residential)
Exhibit 8	Supportive Services Certification

Housing Project Management Documents Exhibits

Exhibit 9	CDBG Housing Assistance Application
Exhibit 9A	Title 24-HUD Federal Regulations
Exhibit 10	HUD Income Limits
Exhibit 11	Income Verification Forms
Exhibit 12	Residential Inspection Report
Exhibit 13	House Contract Specifications Sample
Exhibit 14	Application Rejection Letter Example
Exhibit 15	Homeowner Agreements for Improvements
Exhibit 16	Rehabilitation Loan Agreement Sample
Exhibit 17	Rehabilitation Contract Sample
Exhibit 18	Three Party Rehabilitation Contract Sample
Exhibit 19	Owner Self Help Performance Agreement Sample
Exhibit 20	Bidder EO/Section3/Civil Rights Certifications Samples
Exhibit 21	Change Order Sample
Exhibit 22	Lien Waiver Example

Lead Based Paint Exhibits

Exhibit 23A	EPA Brochure, “Protect Your Family From Lead in Your Home” (English)
Exhibit 23B	EPA Brochure, “Protect Your Family From Lead in Your Home” (Spanish)
Exhibit 24	Certification of Notice for Lead Based Paint Hazard Booklet and Etc.
Exhibit 25	Lead Abatement Project Notification from Dept. of Health
Exhibit 26	Notice of Final Inspection and Final Payment Approval
Exhibit 27	CDBG Recommended Lead Based Paint Procedure
Exhibit 28	Notification of Lead-Based Paint Hazards
Exhibit 29	EPA Fact Sheet – Lead Based Paint Disclosure
Exhibit 30	Lessor’s Lead Based Paint Hazard Disclosure Form (English)
Exhibit 30B	Lessor’s Lead Based Paint Hazard Disclosure Form (Spanish)
Exhibit 31	Project Activity Ledger Sheets

Financial Management Exhibits

Exhibit 32	Program Activity Summary Sheet
Exhibit 33	Cost Control Ledger

Exhibit 34 Housing Program Income Reporting Form

Demolition & Waste Disposal Exhibits

Exhibit 35 Demolition & Re-Use Agreement Sample
Exhibit 35B Lot Re-Use Agreement Sample
Exhibit 36 Demolition Contract Sample
Exhibit 37 Demolition Program Sample Ordinance/Resolution
Exhibit 37B Model Unsafe Building Ordinance
Exhibit 38 Property Owner's Demolition Certification, Release, and Agreement to Maintain
Exhibit 39A DNR Fact Sheet: Disposal of Demolition Wastes Contaminated with Lead
Exhibit 39B DNR Fact Sheet: Facts on Open Burning Under Missouri Regulations
Exhibit 39C DNR Fact Sheet: Asbestos

Procurement Exhibits

Exhibit 40 Request for Proposals, Housing Rehabilitation Inspection Services
Exhibit 41 Request for Proposals, Lead Based Paint Risk Assessment Services
Exhibit 42 Contractor's Data Sheet
Exhibit 43 Contractor's Proposal Form & Bid Form
Exhibit 44 Bid Tabulation Form
Exhibit 44B Bid Acceptance and Notice of Award Forms

Contract Management Exhibits

Exhibit 45 Agreement Between City and Rehabilitation Inspector
Exhibit 46 Contract for Professional Services Additional Terms and Conditions
Exhibit 47 Contract for Professional Lead Based Paint Risk Assessment Services
Exhibit 48 Preconstruction Conference Report
Exhibit 49 Notice to Proceed
Exhibit 50 Request for Payment (Draw Requests)

Acquisition Exhibits

Exhibit 51 Acquisition Process under Uniform Relocation Act
Exhibit 52 Preliminary Acquisition Notice/HUD Brochure
Exhibit 53 Preliminary Acquisition Notice/Donation of Easement
Exhibit 54 "When a Public Agency Acquires Your Property" brochure (English)
Exhibit 54B "When a Public Agency Acquires Your Property" brochure (Spanish)
Exhibit 55 Waiver of Just Compensation Only
Exhibit 56 Waiver of Just Compensation and Appraisal Rights
Exhibit 57 Project Easement Brochure
Exhibit 58 Agreement for Appraisal Services (Acquisition)
Exhibit 59 Statement of the Basis for Determination of Just Compensation
Exhibit 60 Written Offer to Purchase

Exhibit 60B	Written Offer to Purchase/Easement
Exhibit 61	Final Offer
Exhibit 62	Sample Disclosure Format for Target Housing Sales (English)
Exhibit 62B	Sample Disclosure Format for Target Housing Sales (Spanish)
Exhibit 62C	Settlement Statement
Exhibit 63	Relocation Process Under the URA
Exhibit 64A	Guide Form Notice of Eligibility for Relocation Assistance-180 Day Homeowner
Exhibit 64B	Guide Form Notice of Eligibility for Relocation Assistance-Residential Tenant
Exhibit 65	“Relocation Assistance to Displaced Homeowners” brochure (English)
Exhibit 65B	“Relocation Assistance to Displaced Homeowners” brochure (Spanish)
Exhibit 65C	“Relocation Assistance to Tenants Displaced From Their Homes” (English)
Exhibit 65D	“Relocation Assistance to Tenants Displaced From Their Homes” (Spanish)
Exhibit 66	Comparable Replacement Dwelling Form
Exhibit 67	HUD’s Decent, Safe, and Sanitary Dwelling Standards
Exhibit 68	Claim Form for Moving and Related Expenses
Exhibit 69	URA Dislocation Allowance Payment Schedule
Exhibit 70	Claim Form For Replacement Housing Payment for 180 Day Homeowner
Exhibit 71	Claim Form for Rental Assistance or Downpayment Assistance
Exhibit 72	Sample Plan for Section 104(d) Antidisplacement and Relocation Assistance
Exhibit 73	Section 104(d) Public Notice
Exhibit 74	Claim for Rental or Purchase Assistance
Exhibit 75	Submission Requirements for Acquisition/Relocation/Demolition RFFs
Exhibit 76	Site Occupant Record, Residential
Exhibit 77	Glossary of Housing Terms